



March 28, 2011

## SFFB Standard Operating Procedures for Electronic Waste (E-Waste)

### **Accepted E-Waste includes these items:**

Computers, monitors, lap top computers, computer components, printers, fax machines, copy machines, TV's, VCR's, DVD players, Big Screen, plasma, & LCD televisions, toner cartridges, telephone equipment, cellular phones, power supplies, cords, MP3 players, sound equipment, projection equipment, battery back up sources.

1) To dispose of e-waste, tenant agency must complete E-Waste form. Copies of the E-Waste form are available at the GSA Property Management office or the loading dock desk. Each tenant agency will be provided with an electronic version of the form for future usage.

2) The tenant agency representative must return the completed E-Waste form to the GSA Property Management Office or the Security Guard at the loading dock desk.

3) E-Waste items must be taken down to the loading dock area and placed in the proper bins, marked with the words E-Waste. There are two (2) recycling cardboard boxes.

If you have any questions, please contact the GSA Property Management office at (415) 625-2755 or (650) 207-5102.